



Request for Quotation RFQ067

Hair Colour & Product Tender

Issued 01/06/2017



**BE PART
OF IT**

**CITY COLLEGE PLYMOUTH
KINGS ROAD, PLYMOUTH, PL1 5QG**

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Wednesday 14th June 2017

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: 6th June 2017

Natalie Hockings

Procurement Officer

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Signed Agreement Acceptance and Declaration.
- Completed Assessment and Suitability Questionnaire, Appendix E

INTRODUCTION AND EXECUTIVE SUMMARY

Our Stars and Creative Solutions Salon at City College Plymouth is seeking to contract with a single supplier for the provision of Hair colour products and various other supplementary beauty products. The purpose of this request is to establish an exclusive 1 year contract with a view to extend for a further 1 + 1 up to a maximum of 3 years

BUSINESS OVERVIEW & BACKGROUND

The College currently operates on four sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days. From September 2017, our new STEM centre will be opened enabling the consolidation of our estate into 2 main sites and a small city centre satellite site:

Kings Road 24,321m²

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m² stem centre to open in July 2017

Picquet Barracks 1706m²

Distributed across 7 different buildings at the site including a 2 story building.

Pace 569m²

2 story building located in the city centre.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest professional, vocational and technical colleges in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM is due to open in autumn 2017. The state-of-the-art facility will provide a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

REQUIREMENT

The **estimated** spend over the contract period is £40,000. This has been based on the required product list provided charged at the current rates. The spend on hair colour products in 2016 was £24,000. This level of spend cannot be guaranteed as requirement's will vary based on student numbers and mix of courses run.

The main requirement is for various hair colour & salon products to cover all our student needs with an addition to further offerings that will add value to the college.

We require a varied price/value range of products to suit the different needs of the students and staff. As detailed in the specification Appendix D

Our Students start at the Creative Solutions at our Kings Road site where they work on hair blocks therefore they require more value brands. They will then progress to actual clients and will require the use of higher value products. Our stars salon is our main commercial offer where we have higher level students, apprentices and self-employed staff and this salon is stated at the more high profile location at the front of the front of college so we will be looking for a higher value branded name of product.

Appendix A provides a detailed breakdown of the College's requirements. It is expected that all bidders will provide prices for the items stipulated, or where an exact match is not available, a substitute that is as close as practicably possible. The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on an ad-hoc basis, however the successful supplier will benefit exclusively from the College's annual spend.

You are also required to submit a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 6.

- Price breaks for larger volumes and/or discounts available. The College would be willing to consider a call off order if this would result in a better pricing, subject to conditions and ability to return excess stock.
- Description and Quality of products, including brand makes you are offering.
- Contract Management, order lead time.
- Added Value, for example to include your offer for:
 - Training for Staff and Students
 - Sponsorship/Contribution toward the annual hair show.
 - Buy back of excess stock if applicable
 - Any branded Merchandise you are able to offer
 - Salon Essentials i.e. bowls, tint, Brushes, gowns you would be prepared to supply.

- Any student workshops, talks, work experience, apprenticeship offers you are able to make.
- Your contribution to the College's sustainability agenda.

PRICING

Bidders should provide their pricing for each of the key products in Appendix A, quoting where possible a range of price breaks. Pricing should also be provided for your full range of items.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than the 30th June 2017 date of contract award will be provided within that email.

The marking criteria are as follows:

Category	Element Weight
Price	70%
Quality of product	5%
Contract Management, Order Lead Time	3%
Added Value (18%)	17%
Sustainability	5%

Please see table below for more details on the scoring method.

Award Price, Reports, Added Value and Training

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence.</i>

		<i>Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. (Appendix C)

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration Form

Appendix D: Specification Colour & hair Products Tender

Appendix E: Assessment and Suitability Questionnaire

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Agreement for the Provision: Hair Colour & Products

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth’s standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College’s best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE
COMPANY* (1) Signature:
Name:
Position in Company:
For and on behalf of:
.....
.....

(Print Company's full name and registered number)

*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.